

# Information for Superintendents on Implementing Reasonable Accommodations for the November Examinations 2020

**Before** the commencement of the Certificate Examinations, please familiarise yourself in full with the instructions and procedures detailed in this document.

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## **GOLDEN RULES FOR SUPERINTENDENTS OF SPECIAL EXAMINATION CENTRES FOR 2020**

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Instructions for Superintendent where the candidate(s) have been granted Reasonable Accommodations

- If you are appointed by your school to superintend in a special examination centre, your role is to administer the examinations in individual and/or shared special examination centres and you may also have a role of reader or scribe in an individual special examination centre, or you may be providing reading assistance in a shared special examination centre.
- Before the examinations commence, familiarise yourself with the detailed instructions about your role and about all aspects of conducting the examinations in this Implementing Access Arrangements at the Written Examinations booklet which is available on the SEC website at [www.examinations.ie](http://www.examinations.ie). To assist you in your assigned role, please pay heed to the rules below.
- You are expected to give your entire attention to the work of superintending.
- The use of digital devices, reading or engaging in any occupation other than superintending during the examinations, is incompatible with the proper discharge of your duties. You should not bring any items, other than those which relate to the examinations, into the examination centre.
- In advance of the first examination at which you are superintending, allow sufficient time to meet with the SEC appointed superintendent. Introduce yourself and present photo I.D. to the superintendent from whom you will be collecting examination papers and stationery in advance of each examination session and returning scripts at the scheduled completion of each session.
- The SEC appointed superintendent will have a pouch for transferring examination papers and should place the relevant paper inside that pouch. Under no circumstances should the examination paper be removed from the pouch until you are inside your examination centre and ready to commence the examination session.
- The examination papers, details of any corrections, stationery and any other materials necessary for the conduct of the examinations should be collected from the SEC appointed superintendent before the examinations commence.
- You are not permitted to collect examination papers in advance of any session other than the one about to commence
- You are not allowed to delegate the collection of examination papers to anybody else.
- The custody of the examination papers is a most serious responsibility. You must use every possible precaution to prevent the examination papers from being tampered with in any way, until the time appointed for the examination to commence.
- Before each examination, draw the attention of candidate(s) to the notice entitled Penalty for Violation of Regulations and explain the consequences of a breach of these regulations. These rules include not having access to

mobile phones, notes or books in the examination or having access to the internet or any other information source. If you find or suspect that a candidate is breaching the rules for the conduct of the examination, you must report this to the SEC appointed superintendent and follow their instructions.

- Ensure that you give the correct examination paper to each candidate. Become familiar with the timetable and the poster showing the colours of the covers. Check the subject, level and time with each candidate before handing them the examination paper.
- Unless you are instructed otherwise you must run the examinations according to the published timetable. While delays in starting should be compensated for at the end of the examination, allowing additional time in an examination that has not been authorised represents inappropriate assistance.
- At the conclusion of the examination session Completed examinations scripts, must be returned in the pouch provided with the examination paper to the SEC appointed superintendent from whom you received the examination papers.
- Under no circumstances should these confidential materials be left with the attendant of the examination centre.

## **GOLDEN RULES FOR SUPERINTENDENTS IN SPECIAL CENTRES**

### **Duties of a Scribe**

As a scribe, you must write the answers as dictated by the candidate. You must not change the meaning or interpret what has been dictated or add any additional information or otherwise provide any assistance to the candidate in completing the examination.

### **Duties of a Reader**

As a reader you must, on request, read the entire, or any part of, the examination paper to the candidate as presented. You must not change the meaning of the questions, interpret or elaborate the content of the paper or the questions, add additional information, provide explanations as to what the questions require of the candidate or otherwise provide assistance to the candidate.

### **Duties of a Reading Assistant**

As a reading assistant you must, on request, read occasional words or phrases from the examination paper to the candidates as presented. You must not change the meaning of the questions, interpret or elaborate the content of the paper or the questions, add additional information, provide explanations as to what the questions require of the candidates or otherwise provide assistance to the candidates.

### **Work completed on a Word Processor or Recording Device**

Where examinations are completed on a word processor or recording device, the completed examinations scripts, printouts and removable media must be returned to the SEC appointed superintendent from whom you received the examination papers, at the conclusion of the examination session.

The SEC appointed superintendent will return the work in a red “Reasonable Accommodations” envelope. This applies to candidates who have been granted: the use of a word processor, the use of a recording device, modified papers, enlarged papers, braille papers

You must ensure that all material presented by the candidate, including hard and soft copy where appropriate, is returned and enclosed in the pouch provided ensuring that removable media devices are securely packaged for safety in transit.

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## **A. USE OF CALCULATORS, FORMULAE & TABLES BOOKLETS, DRAWING AIDS AND BILINGUAL DICTIONARIES**

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### **1. Formulae and Tables Booklets**

Candidates are allowed to use the formulae and tables booklet in the subjects listed below:

**Junior Certificate:** Mathematics; Metalwork (Materials & Technology); Science; Technology.

**Leaving Certificate:** Agricultural Economics; Agricultural Science; Applied Mathematics; Biology; Chemistry; Construction Studies; Design and Communication Graphics; Economics; Engineering; Mathematics; Physics; Physics and Chemistry; Technology.

**Leaving Certificate Applied:** Engineering; Mathematical Applications; Technology.

Candidates are not allowed to use their own formulae and tables booklets and you will obtain the official Formula and Tables booklets from the SEC appointed superintendent. These booklets remain the property of the SEC and should be carefully collected and returned to the SEC appointed superintendent after each examination for which they are required.

## 2. Mathematical Drawing Instruments

- Candidates may use mathematical drawing instruments for all examinations. The use of science stencils and slide rules is permitted for the examination in the Science subjects and Mathematics.
- The use of drafting machines, parallel motion drawing boards and drawing instruments are allowed for subjects requiring the use of drawing paper. The use of smaller drawing paper can also be allowed if required. (See APPENDIX A, paragraph 74)

**N.B.:** Ensure that candidates enter their examination number on all drawing sheets issued to them.

## 3. Electronic Calculators

The use of non-programmable electronic calculators is allowed at the Certificate Examinations in accordance with Rule 74 of the Rules and Programme for Secondary Schools (see Appendix A).

- The sharing of calculators is not normally permitted; however if you are satisfied that it poses no risk to the integrity of the examination you can allow it (e.g. if one candidate has finished the examination and has no further use for the calculator, it could be provided to another candidate whose calculator has malfunctioned).
- No allowance will be made for battery or other calculator failure during the examination.
- Candidates must indicate the make and model of any calculator(s) used in the examination on their answer books.

## 4. Geography Aids

The use of string, thread, a magnifying glass and an opisometer is permitted for the Geography examination.

## 5. Bilingual Dictionaries

The SEC appointed superintendent will be informed by the SEC of the details of candidates who are allowed to use a bilingual dictionary. You should confirm with them if any candidate(s) in your special centre has been granted the use of a bilingual dictionary.

The SEC permits the use of bilingual translation dictionaries in the certificate examinations by candidates whose first language is not English or Irish.

### Dictionary Specification

- Bilingual translation dictionaries between the candidate's first language and English or Irish (i.e. without explanation of terms/definition) are permitted i.e. Russian to English and English to Russian.
- Monolingual dictionaries are not allowed (i.e. a Russian dictionary where words are explained in Russian)

- Electronic bilingual dictionaries, translators, wordlists or glossaries, are not permitted.

### Subjects in which the use of dictionaries is not permitted

- The candidate's first language, e.g. a candidate whose first language is Russian will not be permitted to use a Russian dictionary in the Russian examination.
- English
- Irish
- A language closely related to the candidate's first language – Where a query arises as to the definition of a closely related language, the SEC must be consulted in advance of the examination for advice.

### Provision of Bilingual Dictionaries

Where the use of a bilingual dictionary has been certified by the school, or where an external candidate meets the requirement to use a bilingual dictionary, those candidates may use their own dictionaries during the examinations provided these are free from additional personal notes/notation. The bilingual dictionaries must be made available for inspection by the examination centre superintendent before the commencement of each examination session.

If a candidate is found to be in possession of a dictionary/wordlist/glossary which does not conform to the above instructions, you should act in accordance with the instructions that apply where a candidate is found to be in possession of unauthorised books or notes during an examination, see section G below.

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## B. AT THE START OF AN EXAMINATION

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In the interests of fairness to all candidates, the examinations must be conducted in a well-regulated manner. Before each examination session, draw the attention of candidates to the notice entitled *Penalty for Violation of Regulations*, copies of which are enclosed in your information pack. This poster should be displayed in all special individual/shared examination centres to remind candidates of the most important rules that must be observed during the examinations. At the end of this booklet you will find the rules and regulations relating to the conduct of candidates at the actual examinations. **You should familiarise yourself fully with these rules and regulations and advise candidate(s) that if they are in breach of any of them, they are liable to have the results of their examination(s) withheld and may also be barred from entering any state examinations for a period of time.**

- Instruct candidates that they are not allowed to have mobile phones, personal music players, laptops/tablets, electronic pagers, smart watches or other unauthorised electronic devices with them in the centre whether switched on or off.
- Instruct candidates to ensure that no papers, books, notes, etc. have been left on or around their desks or have been retained on their person.
- Provide candidates with an opportunity to get rid of such material in advance of the start of the examination.

**N.B.** This last point is particularly important as a breach of regulations may be determined as a result of a candidate bringing prohibited material into the centre. You should not be concerned with whether or not the candidate attempted to access such material. Consult with the SEC appointed superintendent for procedures to be followed in case of a suspected breach of the regulations.

- Ask each candidate to check that they have the correct examination paper and answer book.
- Announce any and all corrections for the examination as presented in the list of corrections. Never interpret any apparent misprint or defect in the examination paper except in accordance with the list of corrections or other instructions issued by the SEC.

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## **C. AT THE END OF AN EXAMINATION**

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The official timetable must be adhered to during the course of the examinations except where a specific derogation has been sanctioned in advance by the SEC. It is imperative in all circumstances that you have allowed the full allotment of time for the examination as specified in the official timetable to the candidate. Providing additional time to candidates in which to complete their examinations, which has not been sanctioned by the SEC, is considered inappropriate assistance and may expose the candidate to a breach of regulations investigation and you to a charge of an offence under the Education Act 1998.

Examination scripts, including written answer books and scripts presented on non-standard media (removable media storage devices) should be returned to the SEC appointed superintendent. Under no circumstance may confidential material be given to anyone other than the SEC appointed superintendent. This includes door attendants or any other school personnel.

It is the responsibility of the SEC appointed superintendent to return the answer book(s) to the SEC. They have been instructed to await the return of the answer-books from any special centre. If there are any difficulties with this arrangement please notify the school authority and/or the SEC.

### **Red Reasonable Accommodations Envelope**

Where a candidate is presenting their work in a non-standard format or medium, their work must be returned by the SEC appointed superintendent in the red "Reasonable Accommodations" envelope. This applies to candidates who have been granted:

- The use of a word processor
- The use of a recording device
- Modified papers
- Enlarged papers
- Braille papers

You must ensure that all material presented by the candidate, including hard and soft copy where appropriate, is returned in the pouch provided ensuring that removable media devices are securely packaged for safety in transit.

They should not give you a red reasonable accommodations envelope (in which this material is returned to the SEC) for completion.

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## **D. PROCEDURES TO BE FOLLOWED IN THE CASE OF A SUSPECTED BREACH OF THE REGULATIONS**

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The SEC and its agents have a duty to all examination candidates to ensure that the examinations are conducted fairly and that all suspected breaches of regulations are duly followed up and investigated. In a special examination centre this can include candidates using word processors to look up information either on the internet or on the memory of the machine as well as having in their possession mobile phones, notes, books, etc.

1. Your role is to ensure that there is appropriate intervention in cases where a breach of regulation is suspected and to report the incident to the SEC appointed superintendent and to the school authorities.

2. It is not your role to determine whether or not the incident is a breach of regulations, to assess the degree to which the regulations have been violated, or to provide information to the candidate of the likely outcome or consequences. Candidates will be provided with a right of reply when the matter is being investigated by the SEC.
3. Such incidents may be emotive for the candidate, so you should manage the situation in a sensitive yet professional manner. Remain neutral and do not make comments about the subsequent process that may be misinterpreted or misconstrued by candidates. You will be asked by the SEC appointed superintendent to provide a written report of the incident and in that case, you should provide factual information, not subjective views as to what the candidate did or did not intend. Any mobile phones, books, notes or external aids confiscated should be securely retained.

**Please follow all directions given to you by the SEC appointed superintendent in dealing with suspected breaches of regulations.**

4. There are specific procedures to be followed in relation to candidates found with possession of a mobile phone/electronic device. If, during the course of an examination;
  - you discover a candidate to be in possession of a mobile phone/electronic device whether switched on or not;
  - a candidate's phone sounds, rings, beeps, receives a text message etc;
  - you discover a candidate who is using a mobile phone/electronic device (e.g. texting, scrolling through messages) during an examination;

You must confiscate the phone and retain it until the end of that examination session, at which point you should engage with the SEC appointed superintendent and the school authority and follow their directions in this regard.

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## **PROCEDURES FOR SUPERINTENDING WHERE ACCESS TO A READER, READING ASSISTANCE, EXAM READING PEN, A SCRIBE, RECORDING DEVICE OR WORD PROCESSOR HAS BEEN GRANTED**

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### **A. GUIDELINES FOR SCHOOLS, SUPERINTENDENTS AND THE READER WHERE THE CANDIDATE HAS BEEN GRANTED ACCESS TO A READER/READING ASSISTANT**

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**A reader** is a person who, on request, will read the entire or any part of the examination paper to the candidate.

**A reading assistant** is a person who, on request, will read occasional words or phrases from the examination paper to the candidates.

The reader/reading assistant can only read the text as presented, and is precluded from changing the meaning, interpreting, adding additional information, providing an explanation as to what the questions require of the candidate or otherwise providing assistance.

#### **Duties of a Reader/Reading Assistant**

A person nominated as reader/reading assistant should have a capacity to read the examination paper in any language subject chosen by the candidate(s).

- The reader should read through the entire examination paper with the candidate(s), if required, ensuring that each word is heard clearly.
- The reading assistant should read occasional words or phrases from the examination paper to the candidates, when requested, ensuring that each word is heard clearly.
- **The reader/reading assistant may not give the meanings of words, nor expand on what is written.** The candidate(s) may ask for parts of the paper to be read again as often as necessary, but the reader/reading assistant may not suggest or choose parts of the paper for repetition without the candidate's direction. The reader/reading assistant must not advise the candidate(s) which questions to do, when to move on to the next question, or the order in which questions should be answered.
- If the candidate is taking Leaving Certificate Japanese, the reader/reading assistant can only read the English (or Irish in the case of an Irish version) part of the paper. They are excluded from reading in Japanese.

### **Guidelines for the Reader/Reading Assistant**

- Read aloud, speaking in a clear voice and pronounce words correctly.
- Do not choose part of the examination for repetition, without direction from the candidate(s).
- Do not try to solve the problems or determine the correct answers as you read, as doing so may result in an unconscious pause or change in inflection that could be misleading or disconcerting to the candidate(s).
- Read each question clearly. Place special emphasis on words printed in boldface, italics or capitals and inform the candidate(s) that words are printed that way.
- Do not place your own emphasis on words not emphasised in the examination paper.
- If, when reading a word that is pronounced like another word with a different spelling, and there is doubt about which word is intended, spell the word for the candidate(s) after you have pronounced it.
- Spell any words requested by the candidate(s) on the examination paper only.
- In the case of multiple-choice questions, place equal stress on each response option.

### **On Completion of the Examination**

The reader/reading assistant should sign the front cover of the script and indicate that they read the paper to the candidate(s) by writing:

**'I acted as reader and read the examination paper to the candidate.'**

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## **B. GUIDELINES FOR SCHOOLS AND SUPERINTENDENTS WHERE THE CANDIDATE HAS BEEN GRANTED THE USE OF AN EXAM READING PEN.**

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**An Exam Reading Pen** is a device which can be used to scan the examination paper which converts the text to speech which the candidate can listen to using ear-phones.

The following general information applies to this accommodation:

- Candidates granted the use of an Exam Reading Pen may be accommodated in a shared centre.
- The Exam Reading Pen should have any functionality such as storage facility or a thesaurus disabled with re-enabling access not available to the candidate.
- The Superintendent may read individual words or phrases to the candidate if required **or** if the Exam Reading Pen has difficulty reading the words or phrases.

- Certain subjects such as Mathematics are not compatible with an Exam Reading Pen because of mathematical symbols and equations. In such cases the candidate may have access to Reading Assistance.

### On Completion of the Examination

The special centre Superintendent should sign the front cover of the script to indicate that they used an exam reading pen by writing:

**‘This candidate used an exam reading pen to read the paper.’**

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### C. GUIDELINES FOR SCHOOLS, SUPERINTENDENTS AND THE SCRIBE WHERE THE CANDIDATE HAS BEEN GRANTED ACCESS TO A SCRIBE

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A scribe is a person in an examination who will and can only write the answers dictated by the candidate and is precluded from changing the meaning, interpreting, adding any additional information or otherwise providing assistance to the candidate in relation to the content of the examination papers, or the subject of the examination.

A scribe may only be utilised with the prior approval of the SEC. Under no circumstances may a scribe be utilised in any subject or component without prior approval from the SEC.

#### Duties of a Scribe

- A person nominated as scribe should have a capacity to write legibly and have a capacity to write in any language subject chosen by the candidate. Where applicable, the scribe must be familiar with the symbols used in Mathematics and/or the sciences.
- The duty of a scribe is to transcribe only what is dictated by the candidate. The scribe must not advise the candidate regarding which questions to attempt, when to move on to the next question or the order in which the questions should be answered. The scribe should write down answers exactly as they are dictated.
- During the Aural component of language exams, the CD may be paused to allow for dictation and transcription, however, the duration of the exam **must not** be extended more than the standard time allowed for dictation and transcription i.e. 10 minutes per hour.
- Although the scribe may read back the candidate’s responses as requested, the scribe is not permitted to read any part of the examination paper to the candidate unless the SEC has also granted access to a reader/reading assistance.
- Any work that is in the candidate’s own handwriting should be clearly marked as such by the scribe.

**N.B.:** In the Leaving Certificate subjects Art, Engineering, Construction Studies and Technology and in Leaving Certificate Applied Graphics and Construction Studies and in Junior Certificate Materials Technology (Wood), Technology and Metalwork (Materials and Technology) candidates are allowed a scribe in the case of questions or parts of questions which require a written response. The scribe cannot under any circumstances produce sketches and/or drawings in any question in these examinations. Labelling and annotations are considered to be inherent parts of these diagrams and must also be the candidates own unaided work. A scribe is not permitted in the subjects Leaving Certificate Design and Communications Graphics (DCG) or



Junior Certificate Technical Graphics or Art, Craft and Design. In the subject Leaving Certificate Japanese, a scribe can be used only for questions to be answered in English or Irish and **NOT** for questions to be answered in Japanese.

To accommodate the time overhead in the dictation/transcription process where a scribe is used, additional time is also allocated.

### **Additional Time for when a Scribe is used – Leaving Certificate**

In the case of the subjects **Irish, English, History** and **Geography** there is a scheme in operation to make the time element less critical in these examinations. This scheme has allocated an additional 20 minutes to all candidates. Accordingly, in these subjects, the candidate may have 10 minutes additional time over and above that shown on the published timetable, which issued to schools (i.e. 10 minutes for the entire exam). In all other subjects the candidate may have an additional 10 minutes per scheduled hour up to a maximum of 30 minutes.

### **Additional Time for when a Scribe is used – Junior Certificate and Leaving Certificate Applied**

Ten minutes extra time for each scheduled hour, or part thereof, of examination.

If the candidate does not use the services of the scribe approved for them, they must not be awarded any additional time.

### **On Completion of an Examination**

The scribe should sign the front cover of the script and indicate that they acted as scribe for the candidate(s) by writing:

**‘I acted as scribe and wrote down the candidate’s dictated answers.’**

**N.B.** For each language subject taken by a candidate granted a scribe on the grounds of a physical difficulty, a form RASC 01 (see Appendix C for sample) should have been given to the scribe by the school authority at the commencement of the examinations and must be completed by the scribe and returned to the school authority for transmission to the SEC at the end of each language examination. A separate form is provided in respect of each language subject for which the candidate is entered. This information will inform the examiner of the correct marking process to follow. It is imperative that the form is completed in full, confirming whether the candidate availed of the scribe or not, and returned to the Principal who should return it to the SEC in a timely manner.

**N.B.** Form RASC 01 only issues for candidates approved for access to a scribe on the grounds of a physical difficulty.

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## **D. GUIDELINES FOR SCHOOLS AND SUPERINTENDENTS WHERE THE CANDIDATE HAS BEEN GRANTED THE USE OF A RECORDING DEVICE\***

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**\*Recording device:** This can be interpreted as presenting material in a recorded sound format via an electronic device to a digital sound-file format. The SEC will accept digital sound recordings in an MP3 file format, preferably on recordable CDs or USB memory sticks. The SEC will not accept such recordings via e-

mail. The SEC is not responsible for the costs associated with the purchase or use of removable media storage devices.

While it is accepted that a recording device may not be compatible with all subjects, a candidate, approved for the use of a recording device, must not use any alternative without the prior approval of the SEC, except in cases where they wish to write themselves. If this happens the candidate must return to the main centre.

The following general information applies to this type of accommodation:

- The only material to be recorded is the candidate's answers. It is **not** necessary to record dialogue between superintendent and candidate or between candidate and a reader/scribe if such assistance has also been granted.
- The recording should be paused as required in order to avoid periods of silence. This will greatly assist examiners when they are listening to recordings.
- You, the superintendent, should instruct the candidate to ensure that their answers are specific and clear and to indicate on the recording the question number or sub-part of the question that is being attempted, when a new question is being attempted and when all work is finished.
- Ensure that the candidate number, centre number, subject and subject level are stated on the recording at the beginning of each examination.
- Ensure that the candidate speaks with a clear voice.
- Confirm on the recording that the end of the examination session has been reached and the candidate has concluded their work at the examination.
- Where a candidate has a physical disability, it may be necessary to aid the candidate by starting and stopping the recording as instructed by the candidate.
- The candidate may ask for parts of the recording to be played back to them in order to check responses.

In relation to the use of digital media

1. Ensure that files are created and saved in MP3 format.
2. Ensure that files on the removable media include the candidate's examination number and subject in the file name.
3. Ensure all removable media are labelled with the centre number, candidate number, subject and subject level.
4. The removable media should be securely packaged and returned to the SEC appointed superintendent using the pouch provided.

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## **E. GUIDELINES FOR SCHOOLS AND SUPERINTENDENTS WHERE THE CANDIDATE HAS BEEN GRANTED THE USE OF A WORD PROCESSOR**

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While it is accepted that a word processor may not be compatible with all subjects, a candidate, approved for the use of a word processor, must not use any alternative without the prior approval of the SEC, except in cases where they wish to write themselves. If this happens the candidate must return to the main centre.

### **On-Line Marking**

As a special centre superintendent, you must instruct candidates to clearly label all parts of their work in the Word document. If question parts and sub-parts are not clearly identifiable in the word processed exam script, candidates might not get full credit for their work.

You must also instruct the candidate to leave two blank lines at the end of each question to facilitate on-line marking.

### **Important notice in relation to return of scripts**

The form RAWP01 (see Appendix D) must be photocopied and completed by the superintendent and returned with the script for each examination in which a candidate has been granted and availed of the use of a word processor.

1. In advance of the exams:
  - The candidate, under the supervision of the school authority, must undertake to remove from any hard disk storage area all files that contain material which might contravene the rules governing the conduct of candidates (please refer to Appendix A for further information)
  - The computer terminal used should be a standalone model, i.e. it should not be connected to the internet by any means or such access must be disabled by the school authority.
  - In particular, the SEC directs that any files/documents/study notes, etc. being retained by the candidate on computer media are removed.
  - Where the computer facilities in use are the property of the school and cleaning the hard disk would involve inconvenience for the school, the SEC is prepared to allow, on application, the retention of any data which is proper to the school as distinct from the candidate e.g. where the computer is in use by the school for its own administrative records.

### **Failure to follow these instructions could expose the candidate to the imposition of penalties.**

2. An official of the SEC may call to examine the technology in use before or during the examinations.
3. The candidate should be allowed to work for the full period scheduled and the printing of a final hardcopy may be done subsequently. The candidate must be present when the final copy of material is being printed; this is to ensure that they are in a position to verify that all of their work is being submitted to the SEC.
4. It is imperative that prudent backup procedures operate to ensure that there is no data loss due to, for example, power interruption. If the computer software supports timed backup, this facility should be enabled.
  - Frequent saving to disk or storage device and/or intermediate production of paper copy is suggested. Individual circumstances will vary depending on the sophistication of the hardware and software available.
  - Even where a hard disk is installed, the candidate must copy or save data primarily to a removable media storage device, e.g. USB, CD/DVD, etc. The hard disk of the computer may be used for backup purposes.
5. If a candidate has been granted the use of a word processor on the grounds of physical difficulty, the spelling and grammar check must be **disabled** during all examination sessions undertaken by the candidate. Similarly, any auto correct facility must be **disabled**.

To disable the grammar and spellcheck functionality, open a blank Word document and proceed as follows:

- Click on file, select options and proofing.
- Uncheck all boxes under “when correcting spelling and grammar in Word”

6. If a candidate has been granted the use of a word processor on the grounds of a learning difficulty, the spelling and grammar check may be **enabled** during all examination sessions undertaken by the candidate. Similarly, any auto correct facility may be **enabled**.
  - The grounds on which the word processor has been granted will have been confirmed to the school authority in writing in advance of the examinations.
7. **The candidate will be examined based on the paper copy generated by the word processing package.** The candidate **must**, however, save their completed work to removable storage such as a CD/DVD or USB device. The removable storage used at each examination session **must be included** with the paper copy submitted. The candidate should ensure that all printed pages are numbered, e.g. **Page 1 of 10, Page 2 of 10, etc.** If the candidate has handwritten any part of the script or rough work on an answerbook, this should also be included.
8. All removable media should be labelled with the centre number, candidate number, subject and subject level. The removable media should be securely packaged and placed in the pouch provided, along with the printed script, where applicable, before returning to the SEC appointed superintendent. You are reminded once again that the SEC is not responsible for any fees or costs which may be incurred in the provision of these storage devices.

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**F. GUIDELINES FOR SCHOOLS AND SUPERINTENDENTS WHERE THE CANDIDATE HAS BEEN GRANTED ACCESS TO A SIGN LANGUAGE INTERPRETER.**

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If you are carrying out the duty of a sign language interpreter you will, on request, sign to the candidate the entire or any part of the examination paper. Your role as a sign language interpreter is to present the questions in sign language without changing the meaning, adding any additional information or providing any explanation as to what the questions require of the candidate.

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## APPENDIX A

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Extract from *Rules and Programme for Secondary Schools 2004/2005*

### SECTION XI - CONDUCT OF CANDIDATES DURING EXAMINATIONS

- 56.** It is each candidate's **own responsibility** to note carefully the days and hours, as fixed on the timetable, for the examinations in the subjects in which the candidate intends to present himself/herself.

Candidates are required to be in attendance at the examination hall at least half an hour before the examination commences in the subject in which they first present themselves. On subsequent days they are required to be in attendance at least fifteen minutes before the hour stated in the timetable. Candidates will be responsible for making their own arrangements to ensure timely attendance at the examination hall.

External candidates must sign an attendance roll (Form E10A) at the start of each examination. The signature on this roll **must agree with and appear in the same format as that on the candidate's I.D. Card.**

No candidate will be admitted to the examination in any paper after thirty minutes of the time for that paper have elapsed.

- 57.** No candidate may be authorised to leave the examination hall until the expiration of thirty minutes from the time at which the examination began.

- 58.** A candidate may not be permitted to leave the hall and return during the examination period unless the superintendent is satisfied that the candidate's need to leave the hall is genuine, (e.g. because of illness, urgent need to visit the toilet, etc.). A candidate who leaves the hall during any period of examination shall not be re-admitted during that period unless the candidate has been in the care of a representative of the school authority or, failing that, in the care of the attendant during the entire period of the absence.

**The candidate must hand the answer book and examination paper to the superintendent on leaving the hall; the superintendent should record on the cover of the answer book the time of departure from and return to the hall and the reason for the absence; the time lost by the candidate may not be compensated for at the close of the examination period.**

Particulars of any such occurrence should be reported on the appropriate advice List.

- 59.** A candidate who leaves the examination hall before the expiration of any period of examination must surrender his/her examination paper and answer book to the superintendent.

- 60.** A candidate must occupy during the entire examination the place first assigned to him/her by the Superintendent, unless otherwise directed by the superintendent.

- 61.** A candidate should raise his/her hand if he/she wishes to attract the attention of the superintendent during the examination.

It is the candidate's responsibility to ensure that he/she brings to the attention of the Superintendent if he/she has not been provided with the level of the examination paper at each examination that he/she is due to take.

- 62.** No candidate shall write his/her name on any answer book or other paper supplied. The candidate's number should be entered on every envelope, answer book, map, drawing, or sheet of square paper used. Candidates should not commence writing until instructed to do so by the superintendent.

- 63.** A candidate must enter on the envelopes and answer books used by him/her the particulars required as to subject, etc.

- 64.** Any additional answer book, squared paper, etc. issued to a candidate, whether used or unused, should be attached to his/her answer book before it is sealed with the treasury tag provided for that purpose. Candidates

will be supplied with a formulae and tables booklet by the superintendent. They may **not** bring a copy of their own booklet into the examination hall.

- 65.** A candidate shall not bring into the examination hall, or have in his/her possession or under his/her control or within his/her reach, whilst he/she is in such room:
- a) any book or paper (save his/her I.D. card, where such is required, the examination paper, and such answer books, etc., as shall have been supplied to him/her by the Superintendent);
  - or
  - b) any memorandum, notes or mobile phone, electronic address book, data bank, etc. except a calculator as permitted under the regulations or bi-lingual translation dictionary where its use has been approved.
- 66.** In the case of Art examinations of a practical nature (i.e. drawing, craftwork), candidates are permitted to bring such materials into the examination hall as may be notified to schools by the SEC.
- 67.** A candidate shall not, while in the examination hall:
- a) use, or attempt to use, any book, memorandum, notes or paper (save the examination paper and such answer books, etc., as shall have been supplied to him/her by the superintendent and a bilingual translation dictionary where its use has been approved); or
  - b) aid, or attempt to aid, another candidate; or
  - c) obtain, or attempt to obtain, aid from another candidate or superintendent;
  - or
  - d) communicate, or attempt to communicate, in any way, with another candidate within the centre or by electronic means with a person outside the centre.
- 68.** A candidate:
- a) shall not write on the examination paper (except where answers are to be written on part of the examination paper itself) or I.D. card or formulae and tables booklet or on any of the mathematical instruments brought with him/her; except where a candidate uses a highlighter pen or underlining as an aid to interpreting the examination paper.
  - b) shall not write in his/her answer book anything that is not directly connected with the subject matter of the questions to be answered;
  - c) shall not remove from the answer books any leaf or part of a leaf;
  - d) shall not take out, or attempt to take out, of the examination hall, any answer books, whether used or unused;
  - e) shall not damage the examination hall or its furniture.
- 69.** A candidate who has finished his/her work at least ten minutes before the time appointed for the conclusion of the examination may be permitted to leave the hall on handing up to the superintendent:
- a) his/her answer book(s) and
  - b) the examination paper
- 70.** A candidate who completes his/her work during the last ten minutes of the examination should remain in his/her seat until the superintendent has collected his/her answer book(s) and he/she should not then leave the hall until the time appointed for the conclusion of the examination unless permitted to do so by the superintendent.
- 71.** At the conclusion of the examination each candidate who has not already done so should immediately seal his/her answer book(s) or envelope and remain in his/her seat until the Superintendent has collected the answer book(s).
- 72.** A candidate shall, in all matters relative to the examination, submit to, and obey, the directions of the superintendent.
- 73.** In those subjects in which there is more than one paper, a candidate must take all the papers in a subject from one level, e.g. all papers at Ordinary Level or all at Higher Level. He/she may not be supplied with, or allowed to see, the papers in more than one level in the same subject.

- 74.** Each candidate presenting himself/herself for examination in Construction Studies, Design and Communication Graphics, Engineering, Materials Technology (Wood) or in Technical Graphics is required to bring with him/her a drawing board, T-square, scales, set squares, protractor, compass, pencil, eraser and drawing clips or tape.

Candidates may use mathematical drawing instruments for all examinations. The use of science stencils is permitted for the examinations in the Science subjects. The use of string, thread, a magnifying glass and an opisometer is permitted for the examination in Geography.

Unless otherwise stated in the specific syllabus and on the specific examination paper, the use of calculators is allowed in all examinations, subject to the following:

1. Neither the Department of Education and Skills or the State Examinations Commission will supply calculators to candidates. Examination centres will not be responsible for the provision of calculators or batteries.
2. The proper working condition of the calculator is the responsibility of the candidate. No allowance will be made for battery or other calculator failure during the examination.
3. Calculators must be silent and must not require the use of mains electricity supply.
4. Calculators may not be borrowed from other candidates during the examination.
5. Programmable calculators are prohibited. The term “programmable” includes any calculator that is capable of storing a sequence of keystrokes that can be retrieved after the calculator is turned off or powers itself off. Note that the capacity to recall, edit and replay previously executed calculations does not render a calculator programmable, provided that this replay memory is automatically cleared when the calculator is powered off. Also, the facility to store numbers in one or more memory locations, does not render a calculator programmable.
6. Calculators with any of the following mathematical features are prohibited:
  - graph plotting
  - equation solving
  - symbolic algebraic manipulation
  - numerical integration
  - numerical differentiation
  - matrix calculations
7. Calculators with any of the following general features are prohibited:
  - data banks
  - dictionaries
  - language translators
  - text retrieval
  - capability of remote communication.
8. Candidates must indicate on their answer books the make and model of any calculator(s) used in the examination.
9. Candidates are not allowed to take an instruction manual into the examination hall. This includes instructions printed on the cover of the calculator. Any instructions printed on a casing that cannot be removed from the calculator must be securely covered
10. Candidates may not turn on their calculators until the examination begins.

This rule does not allow a candidate to bring into the examination centre any device that would be otherwise prohibited. In particular, mobile phones, electronic organisers or similar devices are not permitted under any circumstances (see rule 65 above).

- 75.** A candidate may be expelled from the examination hall if his/her behaviour is such as to jeopardise the successful conduct of the examination. Submission of material of a pornographic nature or any other offensive material or the inclusion of any cash/cheque in the script may result in the examination in all subjects being disallowed.
- 76.** Where the Commission forms the view that there has been a violation of these rules, it should inform the Department and it will be for the Minister to decide on the penalty to be applied. Where the Minister is of the opinion that any candidate has violated any of these Rules, has attempted to obtain an examination result to which the candidate is not entitled, or has uttered or attempted to utter such a result or has furnished incorrect information in relation to his/her candidature, such candidate shall be liable to be deprived of the examination or

of marks, or to have such deduction made as the Minister may think fit from any sum payable in respect of any grant or scholarship obtained by the candidate, according to the opinion which the Minister may form of the gravity of the offence; and the Minister may, if the Minister thinks fit, publish the candidate's name and address, as given in the notice of intention to present for examination, as those of a candidate who has been so deprived and the Minister may, according to the opinion of the Minister as to the gravity of the offence, debar the candidate from entering for any of the examinations run by the Department of Education and Skills for such period as the Minister may determine.



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## APPENDIX B

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The Education Act, 1998, introduces new criminal offences which relate to the certificate examinations. A copy of the relevant provisions is reproduced here for your information.

*Education Act, 1998, Part VIII, Offences.*

- 52.
- (1) A person who -
- a) knowingly and without lawful authority publishes an examination paper or part of such paper to any other person prior to the holding of the examination concerned;
  - b) has in his or her possession without lawful authority an examination paper or part of such paper prior to the holding of the examination concerned;
  - c) carries out any duties relating to the preparation of examination papers and knowingly and without lawful authority provides a candidate for an examination or any other person with information concerning the material prepared by him or her in the course of those duties with the intention of conferring an advantage upon a candidate over other candidates;
  - d) knowingly and wilfully credits a candidate with higher marks than the marks to which that candidate was entitled with the intention of conferring an advantage on that candidate over other candidates;
  - e) knowingly and maliciously credits a candidate with lower marks than the marks to which that candidate was entitled;
  - f) personates a candidate at an examination or knowingly allows or assists a person to personate a candidate at an examination;
  - g) knowingly and maliciously destroys or damages any material relating to an examination;
  - h) knowingly and maliciously obstructs any candidate or a person engaged in the conduct of an examination or otherwise interferes with the general conduct of an examination;
  - i) knowingly and without lawful authority alters any certificate or any other record, including a record in machine-readable form, containing the results of an examination or,
  - j) knowingly issues or makes use of any certificate or other document which purports to be a document issued by the person or body under whose authority the examination was conducted and to contain the results of an examination knowing that those results are false, shall be guilty of an offence.
- (2) A person who knowingly aids, abets, counsels or procures another person to commit any offence under subsection (1), or conspires with another person for the commission of any such offence shall be guilty of an offence.
- (3) A person who is guilty of an offence under this section shall be liable -
- a) on summary conviction, to a fine not exceeding £1,500 or (at the discretion of the court) to imprisonment for a term not exceeding six months, or to both such fine and such imprisonment, or
  - b) on conviction on indictment, to a fine not exceeding £5,000 or (at the discretion of the court) to imprisonment for a term not exceeding two years, or to both such a fine and such imprisonment.
- (4) No action shall lie against an examiner in respect of anything done by him or her in good faith and in pursuance of his or her functions as an examiner.

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## APPENDIX C

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**Coimisiún na Scrúduithe Stáit**  
*State Examinations Commission*

Corr na Madadh, Baile Átha Luain, Co, na hIarmhí, N37 TP65.  
Cornamaddy, Athlone, Co. Westmeath, N37 TP65.

**RASC01**

Please ensure that the Superintendent assigned to act as scribe for any candidate completes and signs this form to confirm that they acted as scribe or that the candidate did not avail of the scribe for the subject listed below.

N.B. **Please note that if the candidate does not avail of the scribe s/he should return to the main centre and indicate same on this form.**

Subject:

Candidate Name.	Candidate Number	Main centre number.	Separate centre number.

**Please sign the appropriate section of this form below and return it to the school Principal at the end of the examination.**

I confirm that I acted as Scribe for the above candidate and wrote down his/her dictated answers:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I confirm that the candidate did not avail of the scribe.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This form should be returned to Reasonable Accommodations section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath, N37 TP65 at the end of each examination.**

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## APPENDIX D

### FORM RAWP01

<b>State Examinations Commission</b>			
Form to accompany scripts submitted in electronic format on a removable storage device			
Exam	Level	Subject	Paper
Centre Number	Special Centre Number (where applicable)		Candidate Number
Device Format <sup>1</sup>		Software Package <sup>2</sup>	

**Please indicate that the following essential tasks have been performed**

Update the computer's virus protection	<input type="checkbox"/>
Virus check candidate's removable storage device	<input type="checkbox"/>
Confirm that the terminal used is a standalone model, not connected to the internet through any medium	<input type="checkbox"/>
Confirm that wireless capability was disabled in advance of the examination	<input type="checkbox"/>
Have the grammar and spelling auto checkers been disabled, if required under the terms of the accommodation granted – please circle as appropriate	YES   NO
Erase the candidate's files from the computer	<input type="checkbox"/>
Correctly title the candidate's file(s)	<input type="checkbox"/>
Correctly label the removable storage device	<input type="checkbox"/>
Securely pack <sup>3</sup> the removable storage device for posting	<input type="checkbox"/>
Include a printout of the examination in the candidate's envelope, making sure all parts are present	<input type="checkbox"/>
Signed (Superintendent): _____ Date: ____ / ____ / ____	

**A copy of this form should accompany each removable storage device.**

**Please photocopy this form for each removable storage device**

1. **Reminder:** CD and DVD formats are not necessarily compatible. Do not mix these formats when saving a candidate's work.
2. E.g. MS Word, LibreOffice, OpenOffice, etc.
3. Secure packing means the use of plastic wallet, bubble packing, a stiff cardboard sleeve, etc.